

36-1553  
DD/A 76-2736

JUN 207

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Director of Joint Computer Support

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Fighting Inflation and Reducing Daily  
Operating Costs

REFERENCES : (A) Memorandum dated 28 February 1975  
to DD's and Heads of Independent  
Offices from DCI, same subject  
  
(B) Memorandum dated 9 December 1975  
to DD/A Office Directors from DD/A,  
same subject

1. The FY 1976 Year-end Report on fighting inflation  
and reducing daily operating costs will be due in the  
Director's office in August. Your report for FY 1976, in-  
cluding the data submitted for the January report, should  
be received by the DD/A Plans Staff by 23 July 1976.

2. As you did for the January report, please describe  
and quantify savings in the following categories:

Group I: Savings to date for the current fiscal  
year (final report for FY 1976).

Group II: Savings you expect to make on an annual  
basis in future fiscal years.

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Group III: One-time savings for the current (FY 1976) or future fiscal years. This group should not include current fiscal year savings to date (Group I) or annual savings (Group II).

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John F. Blake

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